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STATE OF UTAH  
invites applications for the position of:  
**OFFICE ASSISTANT, Job #19347**

**PHYSICAL ADDRESS:** Utah State Legislature  
Office of Legislative Research and General Counsel  
W210 House Building State Capitol Complex  
Salt Lake City, UT 84114

**OPENING DATE:** Friday, March 22, 2019

**CLOSING DATE:** Sunday, March 31, 2019, 11:59 pm

**JOB DESCRIPTION:**

The Office of Legislative Research & General Counsel is a nonpartisan office serving the Utah Legislature. We are looking for an Office Assistant to perform a wide variety of general clerical tasks that benefit the office as a whole, assure that office functions are running smoothly, and that staff support needs are met.

**EXAMPLE OF DUTIES:**

- Performing support functions for staff such as making copies, printing, collating, scanning, delivering, compiling, and distributing documents, and escorting individuals to and from meetings
- Mailing letters, packets and packages
- Serving as the back-up receptionist by covering all breaks, lunches and absences
- Organizing paper and electronic files
- Planning events, including ordering food, setting up and taking down, reserving event locations, and sending event notifications
- Tracking office supply inventory and ordering supplies
- Performing clerical tasks specific to the legislative environment, such as opening bill files, assisting with the advice & consent process, printing and emailing bill lists
- Scheduling conference rooms and other venues for meetings, approving conference room requests
- Receiving and signing for incoming packages
- Submitting maintenance and facilities issues to the appropriate department
- Taking and screening phone calls, and directing callers to appropriate staff
- Maintaining and updating staff information, such as rosters, committee assignments, and phone lists
- Formatting documents, including letters, legal or policy briefs, memorandum, PowerPoint presentations, and Excel spreadsheets

**Ideal Candidate:**

- General clerical skills and experience
- Flexible and adaptable to varying office needs
- Attention to detail

- Self-motivated and a quick learner
- Problem solver
- Sensitivity to confidential information

**Minimum qualifications:**

- Proficient with computers and software applications, including MS Word, email, and the internet
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- Must be non-partisan

**Preference may be given for:**

- Associate degree or combination of related certifications and experience
- Proficiency in Outlook, Excel and Adobe

**SALARY:** \$12.00-\$16.00 per hour, plus comprehensive medical, dental, leave, and retirement benefits

**APPLICATION INSTRUCTIONS:** Send a cover letter, resume, and 3 references, to:  
Debbie Cragun  
HR Administrator  
[hr@le.utah.gov](mailto:hr@le.utah.gov)

**ADDITIONAL JOB OPPORTUNITIES:**

The office is also advertising for an Administrative Assistant, Job #19346. These two positions are different in job purpose and tasks, as well as qualifications and salary, so please review both job announcements carefully. If you are interested in applying for both positions, you must either submit 2 applications or clearly indicate in the body of your email that your application is intended for both. Failure to provide clarity may disqualify you from being considered.

Applicants who apply for this position may be considered for similar future vacancies in any of the offices of the Utah Legislature for the next six months.

**SUPPLEMENTAL INFORMATION:**

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.*

*The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special*

*accommodations to complete the application process, contact Chris Peterson at 801-326-1596.*

*Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.*